

MINUTES

CITY OF MENASHA PROTOCOL COMMITTEE

Common Council Chambers
140 Main Street, Menasha, WI

Thursday, September 4, 2008
2:30 p.m.

I. OPEN SESSION.

- A. Roll call. – 2:35 pm
- B. Mayor Merkes, Alderman Hendricks, Alderman Wisneski, Police Chief Stanke, City Attorney Brandt – no one from the public appeared.
- C. Discussion regarding Committee structure.
- D. Discussion regarding Common Council and Committee procedures.

The Protocol Committee separated several issues regarding items C and D. A round table discussion tried to point out different options for Committee and Council meetings. Each option was evaluated on a +/- basis. The consensus of the Committee was to try a different procedure from October through February to see how it might work. At that time, the committee would meet to discuss any feedback and recommend either a new procedure or a return to the current procedure. The parameters of the recommendation are below. Since the desire is to implement this by October 1, Attorney Brandt will draft an ordinance or resolution formalizing the test.

1. The order for meetings will be reversed. The CC will start at 6:00 p.m. and will focus on matters discussed at the Committee level at the preceding meeting.
2. The Committees will follow the CC meeting “at the end of the CC meeting at approximately X:00. The Committee agendas will be prepared as is currently being done subject to exceptions below.
3. A consent agenda will be prepared such that all items on it will be moved and approved in one vote. Items can be removed from the consent agenda and

treated individually upon the request of any Alderman. The only things that can go on a consent agenda are items that have had Committee consideration.

4. A list of items will be established for things that need not go through Committee, e.g. accounts payable, appointments, liquor licenses and other things identified by the Common Council. These items will be decided individually and cannot be placed on the consent agenda. The Protocol Committee recommended that the current rule for keeping time by the City Attorney continue, but that the Attorney should be less generous and remind speakers their time is up at five minutes.
5. A clipboard will be available and each person speaking shall be required to state their name and address and also print their name and address on the sign-up sheet. One of the Department Heads will try to make sure this is done.
6. The Clerk and Attorney will draft an explanation sheet that will be available describing the procedure for public participation.
7. The Clerk and Attorney will draft an explanation sheet that will be available describing the procedure for Public Hearings. The DPW Director and Community Development Director will develop an explanation sheet that will be included in Public Hearing notices and also be available with agendas at the meeting describing the Public Hearing process. Part of the process will be an invitation to affected parties to contact the appropriate Department Head in advance of the Public Hearing to provide answers to questions.
8. The DPW, CDD, Mayor or Attorney will make a brief explanation before the Public Hearing as to the nature of the proposal.
9. An effort will be made by the Chairman of any meeting to remind speakers that civility is expected and that no personal attacks will be tolerated.

II. ADJOURNMENT. – 4:10 pm